

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

District Council on Administrative Services (DCAS)

District Administrative Center, Thomas Lakin Boardroom

Thursday, November 15, 2018

NOTES

Attendees:

Silvia Barajas, Vice President, Business Services, Moorpark College
Cathy Bojorquez, Vice President, Business Services, Ventura College
Nenagh Brown, Academic Senate President, Moorpark College
Mike Bush, Vice President, Business Services, Oxnard College
Emily Day, Director, Fiscal Services
Jeanine Day, Classified Senate Representative, Ventura College
Gilbert Downs, Classified Senate Representative, Moorpark College
Janice Endo, Human Resources Representative
David El Fattal, Vice Chancellor, Business and Administrative Services
Mark Frohnauer, AFT Representative
Lydia Morales, Academic Senate President, Ventura College (via Skype)
Julius Sokenu, Vice President, Academic Affairs, Moorpark College (via Skype)
Maria Urenda, SEIU Representative

Absent:

Jennifer Clark, Budget Director
Diane Eberhardy, Academic Senate President, Oxnard College
Amparo Martinez for Chris Renbarger, Classified Senate Representative, Oxnard College

Recorder: Laura Galvan

Vice Chancellor El Fattal called the meeting to order at 9:02 a.m.

APPROVAL OF MEETING NOTES

The meeting notes from October 18, 2018, were approved by consensus.

FACULTY NUMBERS BY CAMPUS

Vice Chancellor El Fattal explained the VCCCD full-time faculty counts by campus; the counts are rounded to the nearest whole FTE. Ms. Barajas explained that she will be sharing details of her campus figures at her fiscal meeting on campus. She reminded DCAS members that the numbers are rounded and may differ slightly because of rounding. Ms. Emily Day explained that the numbers are fall of 2018. Ms. Brown inquired whether the total number matches the FON. It does not; the FON has all faculty, including categorical funded positions. There was a discussion on whether or not providing detailed information, including names and individual funding type, would be helpful. It was decided that the vice presidents can provide detailed information at college meetings, as deemed appropriate. Ms. Brown requested that the summary data information be provided on an annual basis. Vice Chancellor El Fattal agreed to provide requested data annually.

PROPOSED TIMELINE/CALENDAR FOR ALLOCATION MODEL REVIEW

Vice Chancellor El Fattal distributed a draft timeline for review of the District's allocation model. He explained the original intent behind the proposed timeline. He stated that the traditional Budget Development narrative is taken directly from the Budget Development included in each year's Adoption Budget. The far right column (of the handout) is from a document that was prepared last year related to the new funding formula. Vice Chancellor El Fattal explained that there are key elements included in the timeline. Vice Chancellor El Fattal explained that he has asked a consultant to prepare a white paper on the Student Centered Funding Formula with an emphasis on three scenarios for base, supplemental, and student success allocations as well as core opportunities and challenges to consider. The consulting group is the same firm that Chancellor Oakley hired to work on the system-wide formula. The paper is expected to be completed in early December; once received, that paper will be distributed to DCAS members.

Vice Chancellor El Fattal stated that a joint meeting with IRAC and DCAS, the consultants, and possibly the presidents would be helpful. He has asked the consultant to create possible scenarios related to changing funding elements. Dr. Bush inquired whether the consultant will take the FTES shift into consideration among other varying components. Vice Chancellor El Fattal explained that he has asked John Cooney for data so Business Services staff can develop projections for future years. It is understood that the District's data is clean. He explained, however, that as other districts clean up their data, those districts may see an increase in dollars related to those funding categories. This type of circumstance should be something we keep in mind when evaluating data. This is one example of the complexity of the SCFF and we should discuss such examples internally at length, using multiple what-if scenarios as necessary. The timeline document will be brought back regularly to determine if any adjustments need to be made. Ms. Bojorquez asked for clarifications on the scenarios that will be developed by the consultant. Ms. Barajas inquired what elements are included in the "October" box (referring to timeline). Vice Chancellor El Fattal will clarify the month of completion on the timeline. Ms. Barajas also asked about evaluating the allocation and if a college is negatively impacted. Vice Chancellor El Fattal stated that the allocation will be evaluated at a district level, but also at the campuses. Ms. Barajas stated that she thought the goal was to see how we can allocate funds for next year since a new model will not be in place by March, when the Tentative Budget is developed. Vice Chancellor El Fattal explained that the Tentative Budget will be built including any COLA and the hold harmless amount previously provided. He further stated that it will not be developed with a new allocation model as there is not sufficient time. This proposed process would be to develop a new model for the 2020-21 budget year. It's a longer process. Mr. Frohnauer suggested that DCAS should look at ways to increase the pie as a whole, thereby allowing more revenue to the District.

Dr. Bush asked how long the consultant will be engaged. Vice Chancellor explained that they may be able to attend a DCAS meeting. Dr. Bush inquired whether the District will obtain their spreadsheets in order to make future changes. Vice Chancellor El Fattal stated he believes that is a possibility, but felt the District can also use the simulation that was provided from the State Chancellor's Office at the ACBO fall conference. Vice Chancellor El Fattal explained that he will move functions from October 2018 to another month on the timeline and also determine whether they need to be included elsewhere.

Vice Chancellor El Fattal stated that he will ask the consultant to present the report, possibly at the January 2019 DCAS meeting. He feels it would be important to have the researchers from each campus at the meeting as well. It would be helpful for IRAC members to attend. Dr. Bush would welcome the opportunity to hear what the presidents are hearing. Presidents will be invited to attend as well.

INFRASTRUCTURE FUNDING MODEL

Vice Chancellor El Fattal explained that the Infrastructure Funding Model review is part of the annual review process. Dr. Bush explained that there is \$4.6 million from the FY19 budget yet to be allocated. He inquired if that money is distributed late (March or after), will it be possible to transfer general funds in excess of 2% to the Infrastructure Funding Model? Ms. (Emily) Day explained that in the last few years exceptions have been made to the Model regarding carryover. She stated these have been handled as one-time exceptions as shown in the Narrative and the Budget Assumptions.

Ms. Barajas asked for clarification regarding the FY19 revenue that has yet to be allocated/budget to the colleges and DAC. Ms. (Emily) Day explained the original intent of the Infrastructure Funding Model (IFM), including total cost of ownership related to facilities and infrastructure. She also explained revenue streams that are included in the IFM, including any unspent Districtwide funds, unspent utility budget as well as any local revenue(s) that were not been budgeted. Further, Mandated Cost Claims also fall to the bottom line. Ms. Barajas asked whether revenue associated with the FTES shift could be included in the IFM; she clarified she is referring to the apportionment revenues not the revenue associated with the growth. There was a discussion about how potential future FTES shifts will impact the District considering the new funding formula. Dr. Bush suggested adding the concept to the table and bringing it back with scenarios. Vice Chancellor El Fattal explained this request is similar to the request of last year, with it being put into IFM instead of the general fund.

Mr. Frohnauer inquired about the tenant lease income from the District Administrative Center. It was explained that rental income is accounted for in Fund 114, similar to the way the colleges handle Civic Center rental revenue.

Ms. Day reminded DCAS members about the source categories in the IFM. Dr. Bush asked for clarification on what constitutes a "computer." It should be consistent amongst the three campuses. Vice Chancellor El Fattal stated that question will be clarified through Information Technology.

It was suggested that language be included about specific spending categories. Language should also address carryover funds in IFM. How can the funds be spent? The document is currently silent on how funds can be spent. Revised language related to these suggestions will be drafted and sent to DCAS members prior to the next meeting.

Ms. Brown inquired: once funds are allocated, how is the money decided to be spent? Dr. Bush explained that the Program Review/Resource Request Process is used at Oxnard College. He further explained that the funds are spent in the category where the funds have been allocated. Ms. Bojorquez explained the process is the same at Ventura College. Ms. Brown asked if funds are allowed to be carried over. She indicated that some of the funds for the Moorpark College Gym renovation came from IFM because it was deemed a priority project.

ACTUARIAL STUDY UPDATE

Vice Chancellor El Fattal reminded DCAS members that a draft of the new actuarial study was received and that clarification was needed on a few issues. He explained that the actuary responded to some of the questions posed by the vice presidents. Vice Chancellor El Fattal stated that the study has been revised due to the change in accounting principles, and another opportunity to further clarify the liability will occur soon with the next update to the actuarial study. The study was just received and will

be reviewed by Business Services staff. Vice Chancellor El Fattal explained it will be presented to the Administrative Services Committee in December and the full Board in January. In summary, Vice Chancellor El Fattal stated that the District's total retiree health liability is \$194.7 million, which is a reduction from \$210 million.

Dr. Bush stated that the next Irrevocable Trust Workgroup meeting will be rescheduled as the State Budget workshop is on the same day.

OTHER BUSINESS

Ms. Brown inquired whether any new information is known on the funding formula. Vice Chancellor El Fattal said that he will distribute a memo distributed by the State Chancellor's Office dated November 14, 2018.

Meeting adjourned 10:33 a.m.

There will be no December 2018 DCAS meeting; next meeting will be Thursday, January 17, 2019.